

## ACCOUNT CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform a variety of routine clerical accounting duties including overseeing all money transactions, billing, reconciliations, accepting payments over the counter and through mail; to perform cashiering services and process payments; to respond to customer complaints and inquires; and to perform a variety of clerical tasks relative to assigned area of responsibility.

### **SUPERVISION RECEIVED**

Receives immediate supervision from higher level supervisory and management staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Compile and prepare appropriate data for account receivable billing; ensure accuracy of data for billing purposes.
2. Assist vendors, departments, and employees by providing fiscal information, explaining procedures and answering questions.
3. Receive, sort and process a variety of invoices and billings; post all expenditures and revenues for specific funds relative to area of responsibility.
4. Monitor and reconcile petty cash fund.
5. Maintain and troubleshoot computer run accounts payable/accounts receivable program.
6. Run computer generated reports as necessary; review for accuracy.
7. Balance cash and receipts; prepare deposits.
8. Research records; document and report findings; prepare release of liens, warrants for checks.
9. Perform a variety of general clerical duties including typing, maintaining files and records, and processing the mail.
10. Input documents into computerized accounting program.

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**Essential Functions:**

11. Enter updated information into the database.
12. Monitor and balance various accounts verifying availability of funds and classification of expenditures; research transactions to resolve problems.

**Marginal Functions:**

1. Work on a variety of special projects as assigned.
2. Assist in the requisition of supplies as required.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles and procedures of financial record keeping and reporting.  
Basic clerical accounting principles and procedures.  
Modern office procedures, methods and computer equipment.  
Basic principles and procedures of record keeping.  
Basic arithmetic.

**Ability to:**

Accurately tabulate, record and balance assigned transactions.  
Operate a typewriter, calculator, computer terminal and other office equipment.  
Maintain a variety of records and files.  
Type at a speed necessary for successful job performance.  
Understand and carry out oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:  
-- *Sitting for extended periods of time*  
-- *Operating assigned office equipment*  
Maintain effective audio-visual discrimination and perception needed for:  
-- *Making observations*  
-- *Communicating with others*  
-- *Reading and writing*  
-- *Operating assigned equipment.*  
-- *Demonstrating intellectual capabilities.*  
Maintain mental capacity which allows for effective interaction and communication with others.

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**Experience and Training Requirements**

**Experience:**

One year of general clerical experience is desirable.

**Training:**

Equivalent to graduation from high school. Additional training in bookkeeping, accounting, automated financial management systems or related fields is desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

Work primarily in office environment; occasional travel from site to site; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for prolonged periods of time.

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Nonexempt  
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